

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Grifo, Francesca T.				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 11-24-2013							
FIRST ACTION					SECOND ACTION										
5-A. Code 100		5-B. Nature of Action Career Appt			6-A. Code		6-B. Nature of Action								
5-C. Code VJM		5-D. Legal Authority 5 U.S.C. 3325. Appt to sci/prof positions.			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number Scientific Integrity Official Manager Position: 00075629										
8. Pay Plan	9. Occ. Code	10. Grade or Lvl	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Lvl	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
						ST	0401	00	00	\$140,980.00	PA				
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay		20D. Other Pay				
						\$140,980.00		\$0	\$140,980.00		\$0				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization Environmental Protection Agency AA for Research & Development, Office of the Assistant Administrator, Office of the Science Advisor, Immediate Office Washington DC USA DeptID: 0000004456 Org Cd: 81051000									
EMPLOYEE DATA															
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF				
1		1-None 2-5 Point		3-10 Point/Disability 4-10 Point/Compensable		5-10 Point/Other 6-10 Point/Compensable/30%		1		0-None 1-Permanent 2-Conditional 3-Indefinite		5		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant						
C0		Basic Only				9		Not Applicable			0			0 Regular Rate	
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period						
K		FERS and FICA		11-24-2013		F		Full Time			00				
POSITION DATA															
34. Position Occupied				35. FLSA Category		36. Appropriation Code				37. Bargaining Unit Status					
1		1-Competitive Service 2-Excepted Service		3-SES General 4-SES Career Reserved		E		E-Exempt N-Nonexempt				8888			
38. Duty Station Code				39. Duty Station (City-County-State or Overseas Location)											
11-0010-001				Washington Dist Columbia DC USA											
40. Agency Data		41.		42.		43.		44.							
01M		11-24-2013				VJM		PAR Number:		JER13-047					
45. Remarks - Position is at the full performance level. - Appointment affidavit executed 11-25-2013. - Creditable military service: None - Previous retirement coverage: None - Employee is automatically covered under FERS. - This Position is Designated for Drug Testing.															
46. Employing Department or Agency Environmental Protection Agency						50. Signature/Authentication and Title of Approving Official									
47. Agency Code		48. Personnel Office ID		49. Approval Date		Human Resources Specialist									
EP00		3216		11-08-2013											

Higginbotham, Karen

From: Higginbotham, Karen
Sent: Monday, November 25, 2013 8:39 AM
To: Johnson, Tina; Fugh, Justina; Brooks, Renee; Ellis, John; Grigsby, Paul; Bacon, Randy; Metoyer, Bryford; Houston, Tiye; Myers, Kevin; Gray, Richard; Binder, Bruce; Maass, Lisa; Pugh-Feaster, Aurelia
Subject: Orientation for Dr. Francesca Grifo will be held in WJC 5513 - North Conference Room

Please note change in room for this morning's orientation process.

Karen D. Higginbotham
Director
Executive Resources Division/OHR
202-564-7287



Higginbotham, Karen

Subject: Employee Orientation for Monday, Nov. 25th
Location: 5340 WJC North

Start: Mon 11/25/2013 9:30 AM
End: Mon 11/25/2013 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Barnett, Howard
Required Attendees: Johnson, Tina; Fugh, Justina; Brooks, Renee; Ellis, John; Grigsby, Paul; Bacon, Randy; Metoyer, Bryford; Houston, Tiye; Myers, Kevin; Gray, Richard; Binder, Bruce; Maass, Lisa; Higginbotham, Karen; Pugh-Feaster, Aurelia; McAllister, Amy

Good Afternoon All,

We will be bringing Dr. Francesca Grifo onboard **Monday, November 25th**. She will be coming on under Scientific/Technical appointment as the Scientific Integrity Official. Her position is located in the Office of Research and Development. She is expected to be here at 8:30 am to begin her orientation sessions. Once she has been sworn in, she will taken to the East Building for id badge and fingerprinting. Once done, she will be brought back to room **5340 WJC North** to complete the other segments of their orientation. If we need to move to another location, I will let you know as quickly as I can. Please be prepared to present your part of the orientation around 9:30 – 9:45 am. If you have any questions, please contact me on 564-0394 or Aurelia Pugh-Feaster of my team on 564-0402 or my supervisor Karen Higginbotham on 564-7287. Thanks!

APPOINTMENT AFFIDAVITS

Scientific Integrity Official
(Position to which Appointed)

11/25/2013
(Date Appointed)

USEPA
(Department or Agency)

ORD/OSA/Immediate Office
(Bureau or Division)

Washington, DC
(Place of Employment)

I, Francesca T. Grifo, do solemnly swear (or affirm) that--

A. OATH OF OFFICE

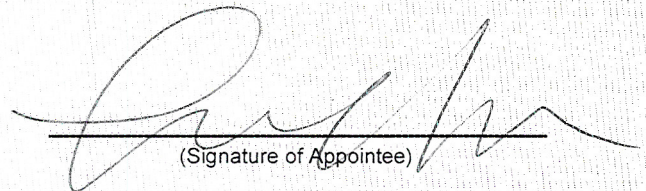
I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

C. AFFIDAVIT AS TO THE PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

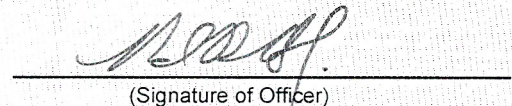

(Signature of Appointee)

Subscribed and sworn (or affirmed) before me this 25 day of November, 2013

at Washington
(City)

District of Columbia
(State)

(SEAL)


(Signature of Officer)

Commission expires _____
(If by a Notary Public, the date of his/her Commission should be shown)

Lead Human Resource Specialist
(Title)

Note - If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency's legal counsel for advice.

STATEMENT OF PRIOR FEDERAL SERVICE

To be Completed by Employee

1. Name (Last, First, Middle Initial)

2. Social Security Number

3. Date of Birth (Month, Day, Year)

GRIFO, FRANCESCA T.

4. Does the application or resume that you submitted, for the position to which you are being appointed, list all of your Federal government civilian and uniformed service, including beginning and ending dates, as well as the type of appointment and work schedule for civilian service?

☐ Yes — If "Yes", check this block and skip to Item 8. ☒ No — If "No", check this block and complete Items 5 - 9.

5. List below your prior civilian service. Include service with the DC Government on appointments made before October 1, 1987.

NAME AND LOCATION OF AGENCY	FROM			TO			TYPE OF APPOINTMENT AND WORK SCHEDULE (Full-Time, Part-Time, or Intermittent)
	Year	Month	Day	Year	Month	Day	
Fosarty International, National Institutes of Health, Bethesda, MD	1993	2	07	1995	2	06	Full-Time

6. During periods of employment shown in Item 5, did you have a total of more than 6 months' absence without pay during any one calendar year?

☐ Yes — If "Yes", list the following information.☒ No — If "No", go to Item 7.

TYPE OF ABSENCE, IF KNOWN (LWOP, Furlough, Suspension, AWOL, or Placement in Nonpay Status)	FROM			TO			TOTAL		
	Year	Month	Day	Year	Month	Day	YEARS	MONTHS	DAYS

7. List all uniformed service below. List active service in any branch of the Armed Forces of the United States, including active duty as a reservist, and active service in the commissioned corps of the Public Health Service or the National Oceanic and Atmospheric Administration.

BRANCH OF SERVICE	FROM			TO			DISCHARGE (Honorable or Dishonorable)
	Year	Month	Day	Year	Month	Day	

8. Do you claim any type of veterans' preference which has not been verified?

☒ No ☐ Yes — Check one of the statements, if it applies to you. I claim preference as the:☐ Spouse of a disabled veteran ☐ Mother of a deceased or disabled veteran ☐ Unmarried widow/widower of a veteran

9. CERTIFICATION: The prior Federal civilian and uniformed service listed on my application/resume and listed above constitutes my entire record of Federal employment. I have no other Federal service for which I want to claim credit.

Signature

Date

NSN 7540-00-684-4101

Previous Edition Usable

144-114

*U.S. Government Printing Office: 1996 - 404-761/32401

Print Form

Clear Form

Save Form

REQUEST FOR OFFICIAL PERSONNEL FOLDER

(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

12/06/2013

SECTION I - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

2. CURRENT NAME (Last, first, middle)

Grifo

2a. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (if different than item 2)

Francesca

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
 NATIONAL PERSONNEL RECORDS CENTER
 (Civilian Personnel Records)
 111 Winnebago Street
 St. Louis, MO 63118

3. DATE OF BIRTH (mm/dd/yyyy)

4. SOCIAL SECURITY NUMBER

ONE FORM IS REQUIRED FOR EACH FOLDER REQUESTED. REQUEST MAY BE FAXED TO THE NATIONAL PERSONNEL RECORDS CENTER AT (314) 801 9271 OR MAILED TO THE ADDRESS SHOWN.

5. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU

LOCATION

FROM

TO

Fogarty International National of Health

Bethesda Maryland

2/1993

7/1995

US Agency for International Development

1990

1992

6. REASON FOR REQUEST (Check appropriate box.)

☒ a. Currently employed.☐ b. Temporary use.☐ c. Pre-employment consideration. Will retain folder if hired.

8. Remarks

SECTION II - FOR USE BY RECORDS CENTER☐ a. Folder enclosed.☐ e. Folder was sent (Date) _____

To: _____

☐ b. Our search did not reveal a record of claimed civilian Federal☐ Your Agency☐ c. Folder not received. Suggest you contact last employing office.

☐ d. Folder not located. For a former employee of your agency, we suggest a further search of your agency. If still unlocated, verify name, date of birth and social security number, and return request to NPRC together with the date folder was transferred to NPRC and several names, dates of birth, and social security numbers of other folders in same shipment.

☐ f. Other _____

DATE

INITIALS

SECTION III - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

NAME OF REQUESTOR

(Include area code)

EXT

USEPA
 William Jefferson Clinton Building North
 Room 5358 /Mail Code 3606A
 1200 Penn Avenue NW
 Washington, DC



Enter complete address to which folder or reply is to be mailed.
 Include ZIP Code:

EXECUTIVE RESOURCES DECISION DOCUMENT

Employee's Name: Francesca Grifo
Title and Series of Position: Scientific Integrity Official
Location: Office of Research and Development

ST Pay Range for this Position: \$119,554 - \$179,700

BACKGROUND INFORMATION ON ST/SL PAY REGULATIONS:

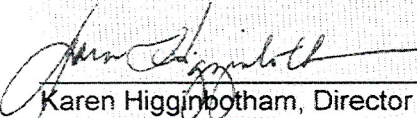
Effective April 12, 2009, employees in senior-level and scientific or professional (SL/ST) positions began receiving pay under the provisions of new system established under P.L. 110-372 and not longer receive locality pay. Under the new pay system employees will receive pay with a minimum and maximum rate.

RECOMMENDATION:

It is the Office of Human Resources policy to recommend a 6% increase of the selectee's current base salary. Requests for exceptions to the Senior Leader (SL) proposed recommendation will be forwarded to the Assistant Administrator for Administration and Resources Management for approval and must be accompanied by a written justification from the Office/Region.

Executive Resources Salary Recommendation -

Current Salary	\$133,000
Total Salary Increase = 6.0%	\$ 7,980
Proposed Salary	\$140,980



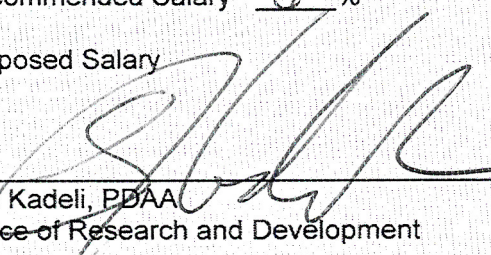
Karen Higginbotham, Director
Executive Resources Division

27 Oct 2013

Date

Office of Research and Development -

Current Salary	\$133,000
Recommended Salary - <u>6</u> %	\$ 7,980
Proposed Salary	\$140,980



Lek Kadeli, PDAA
Office of Research and Development

10/25/13

Date

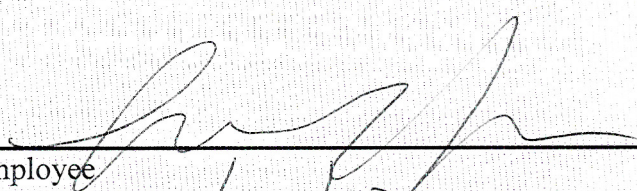
Craig E. Hooks, Assistant Administrator
Office of Administration & Resources Management

Date


ACCEPTANCE OF ST APPOINTMENT

I, Francesca Grifo, understand that I am being appointed to a Scientific Technical (ST) position which will count toward my retirement. I accept the position of Scientific Integrity Official, ST-0401-00, \$140,980; in the Office of the Science Advisor, Office of Research and Development. I will be eligible for applicable ST pay adjustments and also, depending on my performance, ST merit adjustments.

I also understand that in this Scientific Technical (ST) position, I will earn eight hours of annual leave each pay period. My maximum annual leave accumulation will be 720 hours. I will accrue four hours of sick leave each pay period.


Employee

11/25/13
Date


Human Resource Specialist

11/25/13
Date